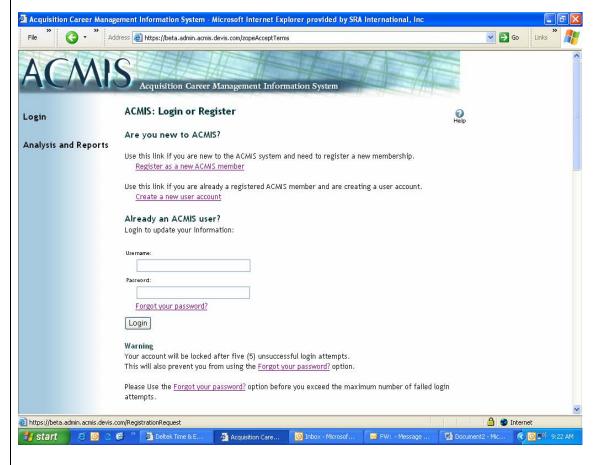
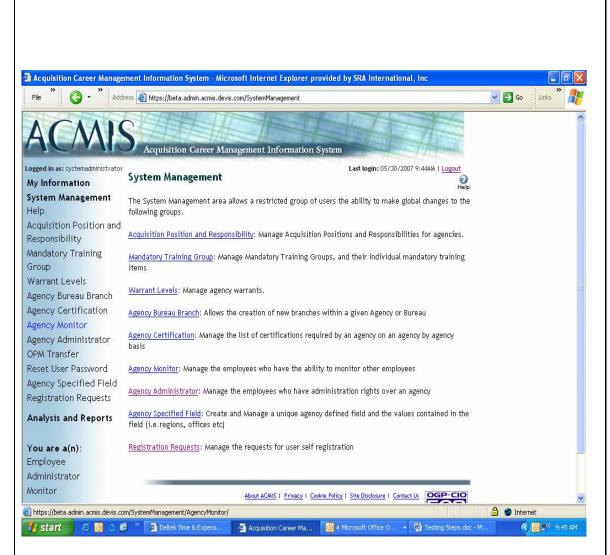
Acquisition Career Management Information System (ACMIS)

June 2007 Release Notes

Self Registration - Update ACMIS to provide a method for users to register as a new member in ACMIS. This feature will be used by individuals who do not have a record in ACMIS (Contracting Officers, Project, Program Managers). This feature will replace the need for agency administrators to create a shell record for an employee who does not have a record in ACMIS that would have been received via the OPM CPDF process. Agency Program Administrators and the System Administrator will have access to approve registration request, once approved the user is notified via email to proceed with the creation of a user account.



Register as a new ACMIS member - A new link to register as a new ACMIS member has been added. This will allow the user to create an account in ACMIS. The agency administrator or ACMIS administrator will need to approve the request which will allow the user to proceed to the next step of creating a user account and registering.



<u>Registration Requests</u> - A new section has been added to the "System Management" module to review, approve, reject request for user registration. Once an action (approved or rejected) is taken by the administrator, the user is notified via email of the action and next steps are provided.

Training Module – Updated the "Create Training" screen to allow users to enter the training provider and course information rather than having to search and select from a lengthy table. This feature improves the data entry process and eliminates the requirement for agency administrators to maintain the Provider/Course table in ACMIS. The list of providers and courses was quite extensive and required the user to make unnecessary additional steps to enter training information.

